



City of Gilroy

**SOUTH COUNTY YOUTH TASK FORCE**

7301 Hanna Street, Gilroy, CA 95020

(408) 846-0362

[www.cityofgilroy.org](http://www.cityofgilroy.org)



**QUOTE REQUEST FORM**

**SCHOOL-BASED CASE MANAGEMENT**

Release Date: **Friday November 1, 2024**

To: **Qualified Consultants**

Due Date: **Friday November 15, 2024**

The City of Gilroy (City) and the South County Youth Task Force (SCYTF), is hereby requesting quotes from qualified consultants who can provide youth and family violence prevention programs as described in the scope of work below for the anticipated contract period of December 1, 2024 through June 30, 2025. The city may award multiple awards, one single award or none.

**Background**

The SCYTF is a regional collaboration of local governments, school districts, community and faith-based organizations, community members, and law enforcement agencies in South Santa Clara County who are committed to serving, supporting, and uplifting our youth so that they have the opportunity to thrive.

**SCYTF Strives to Fulfill the Collaborative's Mission and Vision:**

**Mission:** To promote a safe and nurturing community that creates and ensures sustainable access to opportunities, resources, and services for South County youth and their families, while empowering their voice and supporting their growth and success.

**Vision:** A community that is safe and free of youth violence where young people are strong, thriving and connected to their families, schools, and neighborhoods.

The City of Gilroy and SCYTF does not discriminate on the basis of race, color, national origin, religion, sexual orientation, gender identity, disability, age, or familial status in the administration of its programs or activities.

The scope of work generally includes the following services throughout South Santa Clara County (Morgan Hill, San Martin and Gilroy) under the SCYTF Project II THRIVE: **School-Based Case Management.**

**Target population** for these services include vulnerable elementary school, middle school and high school students that reside in opportunity neighborhoods where higher disparities exist, such as poverty, food insecurity, gangs, violence, crime, drugs, are on probation, and/or impacted by gangs, ages 10-24, any gender or non-binary, who reside or attend school in South County (zip code areas 95037, 95046 and 95020) and can fall in one or more of the following categories: At Promise (At-Risk) to High-Promise (High-Risk) Youth; Youth who demonstrate to be impacted by gangs.

**INTERESTED CONSULTANTS MUST BE ABLE TO PROVIDE ALL SERVICES LISTED BELOW:**  
**SCOPE OF WORK FOR SOUTH COUNTY SCHOOL- BASED SERVICES**

1. **Case Management (Life Coaching) and Intervention Support Services of referred youth.** A minimum 28 unduplicated clients in selected Morgan Hill Unified School District (MHUSD), Gilroy Unified District schools and in identified hot-spot locations, as needed/ recommended by GUSD, MHUSD and SCYTF. Clients will receive weekly sessions up to 6 months. Telehealth and/or face to face. Maintain a written and/or electronic individualized file for services regarding each client, document client's progress, assessment/service plan, within assigned service/program. Utilize retrospective surveys to measure effectiveness.
  2. **Provide Linkage and Referral to other community and county services and resources.**
  3. **Participate in Monthly Technical Team, Multi-Disciplinary Team (MDT) meetings and lead or co-chair one or more Tech Team subcommittees**
  4. A total of **28 unduplicated youth to be served** through programming utilizing Units of Service (UOS) workbooks.
  5. **Partner with the City of Gilroy, the Morgan Hill Unified School District, the Gilroy Unified School District and the South County Technical Team** and local community partners to further the goal and efforts of building a restorative community and preventing and de-escalating youth violence and anti-social behaviors in South County.
  6. **Conduct youth entrance and exit surveys** to collect evidence that youth are exhibiting positive or improving lifestyles.
  7. **Work directly with SCYTF administration team** for outreach, collaboration, co-branding, and support.
  8. **Provide monthly calendars or activities/programs, sign-in sheets, surveys, reports/narratives, and other measurable metrics to prove expected deliverables are met.**
- **Work Location(s)**

Services will be provided in local neighborhoods of South Santa Clara County: within the cities of Gilroy and Morgan Hill, and unincorporated town of San Martin, in areas identified as being higher need for services (Opportunity Neighborhoods), as defined by the SCYTF Strategic Plan(s) and/or by SCYTF Policy, Technical Team's latest climate and trends, and/or by local community.
  - **Time of Day or Day of Week Work Restrictions**

Services may be requested to be provided through the week, evenings, and weekends, as identified as needed by the community being served.
  - **Insurance Requirements**

The insurance requirements for these services are included in the Attachment labeled "Gilroy Service Agreement Template" under Article 5. Obligations of Consultant, Subsection D.
  - **Target Date to Start and/or Complete Work**

Services may not start until a notice to proceed is issued and after the agreement has been fully executed. Assuming that the agreement is processed in a timely manner, and the correct insurance is provided, the target date to start and/or complete the work is as follows: December 1, 2024- June 30, 2025.
  - **Technical Team Memorandum of Understanding**

Using the SCYTF’s multi-agency membership and collective-impact framework, grant funds will be awarded to an organization who can enter or already has entered into memorandum of understanding (MOU) with SCYTF to be a Technical Team participant.

- **Quote Request Due Date**

We kindly request that the quotes for the described work, its budget narrative, vendor qualifications, and vendor staffing plan/ability to provide services be:

- Emailed to [Sandra.cruz@cityofgilroy.org](mailto:Sandra.cruz@cityofgilroy.org) and copy: [cwarner@dao.sccgov.org](mailto:cwarner@dao.sccgov.org)  
**By 4:00PM on Friday November 15, 2024.**

Questions can be submitted in writing via email to: [sandra.cruz@cityofgilroy.org](mailto:sandra.cruz@cityofgilroy.org) and copy: [cwarner@dao.sccgov.org](mailto:cwarner@dao.sccgov.org) **by 4:00pm on Wednesday November 06, 2024.**

- **A completed quote must include the following, any incomplete or late submittals will not be considered for any services:**

- Quote with budget (up to 1 page)
- Budget narrative (up to 1 page)
- Vendor Qualifications (up to 2 pages)
- Vendor Staffing Plan/ Ability to Provide Service(s) (up to 2 pages)
- Copy of evidence-based/evidence-promising curriculum/practice being used for service(s)
- Quotes not to exceed **\$49,000**. Any other quotes above this cost will not be considered
- Quotes shall remain effective for 180 days beyond the submitted date

**Vendor Submittal Name & Signature**

\_\_\_\_\_  
Print Company/Vendor Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address